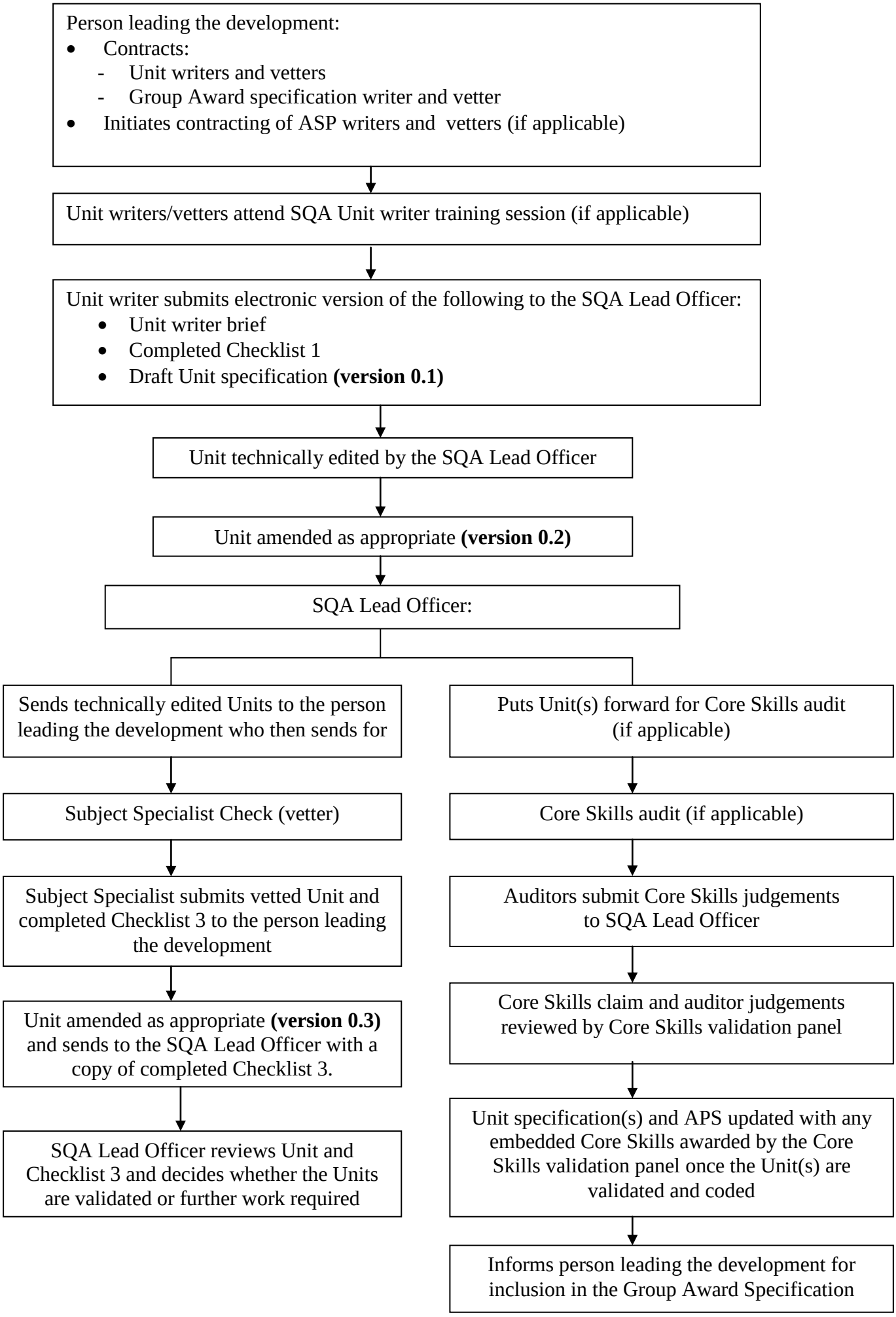
Person leading the development:
• Contracts:
- Unit writers and vetters
- Group Award specification writer and vetter
• Initiates contracting of ASP writers and vetters (if applicable)
Unit writers/vetters attend SQA Unit writer training session (if applicable)
Unit writer submits electronic version of the following to the SQA Lead Officer:
• Unit writer brief
• Completed Checklist 1
• Draft Unit specification (version 0.1)
Unit technically edited by the SQA Lead Officer
Unit amended as appropriate (version 0.2)
SQA Lead Officer:
Sends technically edited Units to the person leading the development who then sends for
Subject Specialist Check (vetter)
Subject Specialist submits vetted Unit and completed Checklist 3 to the person leading the development
Unit amended as appropriate (version 0.3) and sends to the SQA Lead Officer with a copy of completed Checklist 3.
SQA Lead Officer reviews Unit and Checklist 3 and decides whether the Units are validated or further work required
Puts Unit(s) forward for Core Skills audit (if applicable)
Core Skills audit (if applicable)
Auditors submit Core Skills judgements to SQA Lead Officer
Core Skills claim and auditor judgements reviewed by Core Skills validation panel
Unit specification(s) and APS updated with any embedded Core Skills awarded by the Core Skills validation panel once the Unit(s) are validated and coded
Informs person leading the development for inclusion in the Group Award Specification